

**ATTACHMENT L-3**  
**Past Performance Letter**

Date \_\_\_\_\_

Dear \_\_\_\_\_:

We are participating in a proposal for a Department of Energy (DOE) for Operations of depleted uranium hexafluoride (DUF6) Conversion Facilities. We are asking for your assistance in completing the attached questionnaire and forwarding to the DOE to aid in its evaluation of our past performance. Please return the completed questionnaire to the following address within ten calendar days:

F. Robert Ribail, Contracting Officer  
United States Department of Energy  
Environmental Management Consolidated Business Center  
Office of Contracting  
250 E 5<sup>th</sup> Street, Suite 500  
Cincinnati, OH 45202

Please mark the envelope:

“PROCUREMENT SENSITIVE SOURCE SELECTION INFORMATION - SEE FAR 3.104”  
“TO BE OPENED ONLY BY THE CONTRACTING OFFICER”

Please remember to provide your contact information at the end of the questionnaire.

Please use the following definitions to provide your ratings:

- 0 - Unsatisfactory - The contractor failed to meet the minimum contract requirements.
- 1 - Marginal - Performance was less than expected. The contractor performed below minimum contract requirements.
- 2 - Adequate - Performance met expected levels. The contractor met the minimum contract requirements.
- 3 - Good - Contractor performance exceeded expected levels. The contractor performed above minimum contract requirements and displayed a thorough understanding of contract requirements.
- 4 - Outstanding - Contractor performance substantially exceeded expected levels of performance. The contractor consistently performed above contract requirements, displayed an overall superior understanding of contract requirements, and used innovative approaches leading to enhanced performance.
- NA - Not applicable
- DK - Don't know. No knowledge available to rate this question.

Respondents are strongly encouraged to provide an explanatory narrative under REMARKS. If more space is needed, please attach additional pages.

**ATTACHMENT L-3 (Cont.)**

**Past Performance Questionnaire**

0=Unsatisfactory, 1=Marginal, 2=Adequate, 3=Good, 4=Outstanding, NA=Not Applicable, DK=Don't Know

Name of contractor: \_\_\_\_\_

Did the contractor adhere to contract delivery  
schedules/response times? 0 1 2 3 4 NA DK

Did the contractor adhere to cost estimates/budgets? 0 1 2 3 4 NA DK

Did the contractor submit reports that were of good  
quality, useful, and on-time? 0 1 2 3 4 NA DK

Was the Statement of Work executed effectively by the  
contractor in a consistently high quality manner? 0 1 2 3 4 NA DK

Was the contractor effective in problem solving? 0 1 2 3 4 NA DK

Was the contractor effective in subcontract management? 0 1 2 3 4 NA DK

Was the contractor supportive of small business and  
effective in meeting goals? 0 1 2 3 4 NA DK

Did the contractor's corporate office effectively support  
your contract? 0 1 2 3 4 NA DK

Was the contractor effective in working with federal and  
state regulators, or licensing authorities? 0 1 2 3 4 NA DK

Was the contractor effective in working with  
stakeholders, organized labor, community groups, and  
other interested persons? 0 1 2 3 4 NA DK

Did the contractor value environment, safety, and health  
performance and integrate ES&H into all activities? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you select this contractor again? Likely \_\_\_\_\_ Unlikely \_\_\_\_\_

Remarks: (Please provide explanatory remarks; bullet statements are acceptable.)

[illegible]

Item	Fill-In
Your Name	
Title	
Organization Name	
Organization Address (including City, State, ZIP)	
Telephone Number (w/area code)	
Facsimile Number (w/area code)	
e-mail address	